

**A**Administrative  
**S**Services  
**L**etter

**06-02**

**Disability Video Requirement**



[Equal Employment  
Opportunity ASLs](#)

Signed By	/s/ Marie LaVergne, Chief Administrative Services Division	Number	06-02
Distribution	Executive Staff, Branch Chiefs, and Section Managers	Date Issued	August 4, 2006
Subject	Disability Video Requirement	Expires	When Canceled
Guide Section	Equal Employment Opportunity	Reference	FEHA, ADA Title II, Federal Gov't Code Section 508, Supersedes ASL 98-07

To assure accessibility to persons with disabilities, all future videos purchased or produced by ARB must contain closed captioning (also identified as [CC]). Any exceptions to this practice should be discussed with the Equal Employment Opportunity Officer.

The captioning feature on any ARB videos should be noted on the video. Captioning on the videos is just one way of accommodating persons with hearing impairments. There are other methods to accommodate:

1. Furnish a script of the video.
2. Provide an interpreter or real-time captioning.

Please adhere to this updated policy to assure accessibility to all ARB programs for persons with disabilities.